



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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Chief Administrative Officer

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Fifth District

January 19, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS REPORT (FIRST QUARTER 2006)

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our October 17, 2005 quarterly status report, we have accomplished the following:

- Appointed a new County Records and Archives Coordinator;
- Held a joint meeting of the Records and Archives Task Force and Records and Archives Coordinators for each County department to assess progress, address issues and questions, and discuss next steps;
- Began working with the ICTUS consulting firm consistent with their contract to assist in developing the proposed County General Retention Schedule and to review our overall approach in developing a records inventory and retention schedule;
- Met with departments individually, as requested, to assist them in developing their Inventories and Retention Schedules;
- Provided additional information to the Records and Archives Task Force and Records and Archives Coordinators to assist in developing the Retention Schedules;

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- Continued to review and comment on draft Inventories and Retention Schedules submitted by County departments.

The new County Records and Archives Coordinator was appointed on December 1, 2005. As the Coordinator continues to become familiar with each department's progress, there has been some initial modification to scheduling. Some of the final due dates for submission were moved forward to allow for time to review and to better manage the project. A revised timeline has been sent to the Task Force and Departmental Records and Archives Coordinators to reflect these changes.

There are a number of Inventories and Retention Schedules received for review: Agricultural Commissioner/Weights and Measures, Animal Care and Control, Chief Information Office, Child Support Services, Fire, Museum of Natural History, Regional Planning and Sheriff. Reports were also received from the following departments and returned for corrections: Alternate Public Defender, Community Development Commission/Housing Authority, Internal Services, and Parks and Recreation.

The attachment includes a status report on County departmental progress in completing Inventories and Retention Schedules, and the changes in the due dates for submitting the documents, primarily based on departmental requests. In the coming months, we will continue to work with departments as they complete and/or refine their Inventories and Retention Schedules.

The next quarterly status report will be provided to your Board on or before April 17, 2006. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Linda Gibbs, at (213) 974-1319.

DEJ:MKZ
LGG:ib

Attachment

c: All Department Heads
Chair, Historical Landmarks and Records Commission

**Departmental Status Reports on Records and Archives
Inventories and Retention Schedules**

January 18, 2006

Affirmative Action Compliance Office

The Department Records and Archives Coordinator met with the County Records and Archives Coordinator to strategize efforts and review current Inventory. Retention Schedule will be developed once the Inventory and research of legislative retention requirements are complete and approved by County Counsel. The Inventory and Retention Schedule will be submitted to the CAO for review by April 28, 2006.

Completion Due Date: June 30, 2006

Agricultural Commissioner/Weights and Measures

The Inventory and Retention Schedule were completed by the Department and submitted to the CAO in November. The Inventory and Retention Schedule are currently being reviewed.

Extension requested to allow for time to review the documents. An extension is also requested because the Department's Records and Archives Coordinator will be conducting training classes that must be completed in January. The departmental Records and Archives Coordinator is also training a new employee to take over this responsibility.

Completion Due Date: January 27, 2006 revised to May 23, 2006

Alternate Public Defender

CAO has reviewed the Inventory and Retention Schedule. Comments regarding Government Codes were provided to the Department for follow up.

Extension requested due to the need to further research legislative retention requirements for the Retention Schedule.

Completion Due Date: October 31, 2005 revised to February 15, 2006

Animal Care and Control

Inventory and Retention Schedule were submitted to the CAO. The documents will be reviewed based on CAO's previous comments.

Extension requested due to the number of reviews received in the month of December.

Completion Due Date: January 31, 2006 revised to May 12, 2006

Arts Commission

Inventory and Retention Schedule have been completed and reviewed by the CAO and County Counsel. The final signed versions have been submitted to the CAO by the Commission.

Completion Due Date: July 29, 2005 - Completed

Assessor

CAO reviewed the preliminary draft of the Inventory and Retention Schedule. The documents are under review by the Department's Legal Services Unit and the Records and Archives Coordinator. Both documents will subsequently be resubmitted to the CAO for review. No additional progress was reported.

Completion Due Date: June 2, 2006 revised to June 29, 2006

Auditor-Controller

The departmental Records and Archives Coordinator met with division chiefs to discuss the project and goals. The division chiefs were provided Inventory and Retention Schedule template. A due date of January 31, 2006 was established for divisions to submit the documents to the Department's Records and Archives Coordinator.

Completion Due Date: June 16, 2006

Beaches and Harbors

No progress report received.

Completion Due Date: May 3, 2006

Chief Administrative Office

Inventory and Retention Schedule are being prepared by the departmental branches.

Extension requested due to the appointment of the new County Records and Archives Coordinator on December 1, 2005 who is also the Department Coordinator. The extension will allow time to review both the current draft of the CAO Inventory and Retention Schedule received as of December 2005.

Completion Due Date: November 17, 2006 revised to March 2, 2007

Chief Information Officer

Inventory and Retention Schedule were reviewed by the Department and returned to the CAO in December. The documents will be reviewed to follow up on comments provided to the Department.

Extension requested to allow for complete evaluations of the Inventory and Retention Schedule.

Completion Due Date: December 1, 2005 revised April 20, 2006

Child Support Services

The first drafts of the Inventory and Retention Schedule were submitted to the CAO for review. The documents will be reviewed.

Extension requested to allow for time to review the comments from CAO.

Completion Due Date: April 24, 2006 revised to June 16, 2006

Children and Family Services

The Department continues to review and compile the Inventory.. The process is quite extensive. Once the documents are completed, County Counsel will need time to review and provide appropriate guidance for the Retention Schedule. After County Counsel's review, the documents will then be sent to CAO for review. The first draft will be submitted on June 2, 2006.

Extension requested due to the appointment of a new Records and Archives Coordinator, and recent transfers and resignations, which has resulted in an increase in workload for current staff.

Completion Due Date: June 22, 2006 revised to October 20, 2006

Community and Senior Services

The Department has appointed a new Records and Archives Coordinator. The Coordinator is also assigned to another project as Acting Program Manager due to a retirement.

Extension is requested due to the need for the Department to hire staff and for the new Coordinator to learn the responsibilities involved in the Records Inventory and Retention process.

Completion Due Date: January 10, 2006 revised to October 11, 2006

Community Development Commission

The Inventory and Retention Schedules were completed by the Department and returned to the CAO. The Department and CAO had a meeting to discuss some of the comments on the documents. It was agreed that the Department would take the documentation back for further analysis to review the legislative requirements.

Extension requested due to extensive review of the Retention Schedule and the legislative requirements.

Completion Due Date: January 10, 2006 revised to June 28, 2006

Consumer Affairs

Retention Schedule is currently being reviewed. The Department will be working on the corrections on the comments from the CAO. The draft documents will be ready to submit to the CAO on April 17, 2006.

Completion Due Date: November 21, 2005 revised to May 22, 2006

Coroner

Instructions will be sent out to the division chiefs to assist in the Inventory and Retention Schedule process. The Department will schedule a meeting with the CAO to be sure they are on track and following the guidelines provided.

Completion Due Date: June 1, 2006

County Counsel

The Department is continuing to work on the Inventory and Retention Schedule. The first draft will be submitted on January 27, 2006.

Completion Due Date: October 28, 2005 revised to April 28, 2006.

District Attorney

The Inventory and Retention Schedule are under review by the departmental Records and Archives Coordinator. There is a scheduled meeting with the County Records and Archives Coordinator to review formatting of the forms.

Completion Due Date: December 22, 2005 revised to June 30, 2006

Executive Office, Board of Supervisors

The Department continues to work on the Inventory and Retention Schedule. However, the office will not be able to meet the current scheduled deadline of March 10, 2006.

Extension requested due to the unanticipated management restructuring that resulted in key personnel having to absorb additional work. The increased workload will last throughout 2006 and the office would like to change the due date to submit the Inventory and Retention Schedule to June 9, 2006.

Completion Due Date: March 10, 2006 revised to June 9, 2006

Fire

The Department has returned the Inventory and Retention Schedule to the CAO for review.

Extension requested by the CAO due to the number of Inventories and Retention Schedules received from the many departments in the month of December. The extension will allow for a thorough review of the documents submitted.

Completion Due Date: April 28, 2006 revised to June 30, 2006

Health Services

The Department's Records and Archives Coordinators are finalizing the Inventory and Retention Schedule to submit to Administration for preliminary approval prior to submittal to the CAO for review.

Completion Due Date: June 6, 2006 revised to August 15, 2006

Human Relations Commission

The Records and Archives Coordinator plans to review the availability of temporary staffing personnel with records management experience to assist in assessing and identifying the volume of records that will need to be addressed in the Inventory, identifying applicable legislative retention requirements and appropriate record series and record titles, and formulating an inventory data collection process and procedures plan that will be utilized to train staff.

Extension requested due to continuing efforts to fill five existing administrative support and professional staff vacancies, and expanded program operations requirements. Recruitment has been ongoing and is anticipated to be concluded late April 2006.

Completion Due Date: August 31, 2006 revised to September 8, 2006

Human Resources

Based on preliminary CAO review and suggestions, the Department is in the process of reviewing the Inventory and Retention Schedule. The revisions are anticipated back from divisional staff assisting with the ongoing project by the end of January. The revisions will then be sent as a draft to the CAO for further review. This will help to ensure the previous suggestions have been addressed prior to submittal of the final document.

Extension requested due to the Department reallocating staff to other sections to address urgent issues.

Completion Due Date: April 28, 2006 revised to July 20, 2006

Human Resources – Office of Public Safety

The Office has appointed a new departmental Records and Archives Coordinator due to a retirement. The draft of the Inventory and Retention Schedule are complete but need to be reviewed by the new Coordinator. The departmental Records and Archives Coordinator will meet with the County Records and Archives Coordinator to discuss the guidelines to follow when the documents are being reviewed.

Completion Due Date: February 29, 2006 revised to September 26, 2006

Internal Services

The Department submitted the Inventory and Retention Schedule to the CAO for a preliminary review. After the review, a meeting was held to discuss the results. It was agreed that the Department will make the corrections and work with departmental coordinators to ensure the corrections are made and returned to CAO by the required date.

Extension requested due to the unanticipated complexity to complete the task.

Completion Due Date: May 13, 2006 revised to August 25, 2006

Mental Health

The Department has assigned a full-time Coordinator for the Records and Archives Project. The departmental Coordinator has received and reviewed Inventories and Retention Schedules from all of its bureaus. After consulting with other offices, the Department established a records management steering committee and developed a plan to facilitate the approval of departmental inventory forms and retention schedules. The Department has scheduled a meeting with the CAO to obtain final comments on the forms before submitting them to ensure full compliance with all requirements.

Extension requested due to the substantial increase in the Department's workload resulting from two new major projects, which include the Mental Health Services Act and Foster Care Plan and the appointment of a new departmental Coordinator.

Completion Due Date: August 22, 2006 revised to June 29, 2007

Military and Veterans Affairs

No progress report received.

Completion Due Date: September 23, 2005 revised to May 1, 2006

Museum of Art

Inventory and Retention Schedule have been completed and reviewed by the CAO and County Counsel. The final signed versions have been submitted to the CAO by the Museum.

Completion Due Date: July 13, 2005 - Completed

Museum of Natural History

Inventory and Retention Schedule have been returned to the CAO. The documents will be reviewed based on the comments previously made to the Department.

Extension requested to allow for sufficient time to review the documents.

Completion Due Date: February 2, 2006 revised to April 7, 2006

Ombudsman

The Department continues to revise the Inventory and Retention Schedule to incorporate comments by the CAO.

Extension requested due to the unanticipated workload increase related to recruiting, hiring, training of new personnel.

Completion Due Date: September 30, 2005 revised to June 1, 2006

Parks and Recreation

The Department submitted the first draft to the CAO. Based on the preliminary review, the Inventory and Retention Schedule will be returned to make overall corrections. The Department was given general comments that need to be corrected before the review

can be completed. Once the documents are returned, a thorough review will take place. The Department Records and Archives Coordinator will do small samples of the Inventory and Retention Schedule and submit them to the CAO before proceeding further in the process.

Extension requested by the CAO and the Department based on the preliminary review and to give the Department time to make the corrections on the comments provided.

Completion Due Date February 27, 2006 revised to July 20, 2006

Probation

The Department will be adding additional members to the project to assist in the Inventory and Retention Schedule process. A meeting has been scheduled with the County Records and Archives Coordinator to discuss the Department's progress. A meeting will also be held with the Bureaus to identify records.

Completion Due Date: June 1, 2006 revised to November 13, 2006

Public Defender

The Department has received input from the majority of the department units on the Inventory and Retention Schedule. However, the documents have not been reviewed. The departmental Records and Archives Coordinator will meet with the County Records and Archive Coordinator to ensure that the Department is on track with the project.

Completion Due Date: March 1, 2006 revised to June 14, 2006

Public Library

The Department is currently on track to meet the March 1, 2006 deadline to submit a rough draft of Inventory and Retention Schedule to the CAO for review.

The documents are currently being verified and updated by the Department's various Record Managers. The Department Coordinator will compile the information received and ensure they are in the appropriate format.

Completion Due Date: December 15, 2005 revised to June 1, 2006

Public Social Services

The Department is 80 percent complete. All sections/divisions have been involved in the process and are working to finalize correction/additions and adjustments as necessary. The departmental Records and Archives Coordinator has been working closely with all of the units to ensure that the end products are accurate, thorough and meet expectations. The Department will meet the first draft due date of January 20, 2006.

Extension requested by the CAO to devote adequate time to thoroughly review draft given the size of the Department.

Completion Due Date: May 31, 2006 revised to June 30, 2006

Public Works

The Records and Archives Coordinator has reviewed and returned inventories to all division heads and divisional records retention representatives for updates and revisions. Divisions will resubmit unit inventories with clarification of record descriptions, elaboration on electronic records storage, and inclusion of several field locations not previously listed. Once the documents have been reviewed by the Records and Archives Coordinator, they will be submitted to the CAO.

Completion Due Date: April 13, 2006 revised to June 22, 2006

Regional Planning

The Inventory and Retention Schedules were returned to the Department's Record Coordinator to make necessary corrections. The Record Coordinator has returned the documents to the CAO for review.

Completion Due Date: January 10, 2006 revised to May 12, 2006

Registrar-Recorder/County Clerk

The Department has received comments from the CAO on the initial draft of the Inventory and Retention Schedule. Meetings with representatives from all sections of the Department were held to review the comments and to make revisions to submit to the CAO.

Extension requested to accommodate the increase in workload due to the November 4, 2005 Special Election and Help America Vote Act (HAVA) deadlines.

Completion Due Date: April 17 revised to May 12, 2006

Sheriff

The County Record and Archives Coordinator will continue the extensive review of the Inventory and Retention Schedule submitted by the Sheriff's Department. Upon completing the review process, the CAO will meet with the Department Record Coordinator to discuss revisions to the documents and to provide continued direction and leadership.

Extension requested due to the many reports received from other departments and the extensive review of the documents from the Sheriff's Department.

Completion Due Date: April 7, 2006 revised to August 7, 2006

Treasurer and Tax Collector

The Department is continuing to complete the inventory process by incorporating the CAO's recommendations. The Department will submit the final copy to the CAO by the May 10th deadline.

Completion Due Date: January 23, 2006 revised to September 1, 2006